

**FRIENDS OF THE STATE LIBRARY AND ARCHIVES OF FLORIDA INC.**

**MINUTES**

**June 26, 2019**

**Manatee County Public Library System, Downtown Central Library  
1301 Barcarrota Boulevard West, Bradenton, FL 34205-7522**

**Present:      Board of Directors**

Gloria Colvin  
Gene Coppola  
Claire Dygert  
Ava Ehde  
Brittney Farley  
Kathleen Malloy

**Division Staff**

Lindsey Harrington  
Amy Johnson  
Alison Davidson  
Kymberly Keaton-Emmert  
Jennifer Womble

**Absent:**      Mark Vargas

**Call to order and roll call**

The meeting was called to order at 9:30 a.m. Eastern. A quorum was noted, and roll was called by Board Secretary, Ava Ehde.

**Introduction of board members, staff and guests**

Board members and staff introduced themselves.

**Adoption of agenda**

Ava Ehde moved to adopt the draft agenda. The motion was seconded and the agenda was unanimously adopted.

**Approval of minutes from the May 30, 2019 meeting**

Claire Dygert moved to approve the draft minutes; the motion was seconded and the draft minutes of the May 30, 2019 meeting were then unanimously approved.

**Director comments**

The director spoke to the board on a variety of topics, including the Division's new logo; funding for in-person meetings of the board; and the employee appreciation gifts given to Department staff funded in part by the CSO. The director also invited members of the board to attend the 2019 Public Directors Meeting (including the Division Orientation and the Municipal Library Assembly), held in Tallahassee from November 18-21, 2019.

### **Business items**

The board discussed the draft Annual Report for FY 2019-2020 and suggested edits to the order of the report for consistency and clarity. Ava Ehde moved to approve the Annual Report for FY 2019-2020 with the edits as discussed. This was seconded and unanimously approved as edited.

The board discussed the FY 2018-2019 Actual Budget and received a report from financial coordinator, Jennifer Womble. Jennifer and the Division Director noted that there might be a slight change to the numbers due to an over-credit by the bank to the CSO account that is in the process of being reconciled. Gloria Colvin moved to approve the FY 2018-2019 Actual Budget with the understanding there might be minor changes. It was seconded and unanimously approved.

The board discussed the FY 2019-2020 Proposed Budget and received a report on line items from financial coordinator, Jennifer Womble. Division Director, Amy Johnson, informed the board that the provision of water for the State Records Center, funding for which was approved by the board at their March 29, 2019 meeting, would begin in August. The board renewed their request for a monthly report, including financial reporting. Gene Coppola specifically requested that financial reporting reflect current as well as projected income/expenses and include a one-line explanation for revenue and debits. Division staff assured the board that this would be done. Ava Ehde moved to approve the FY 2019-2020 Proposed Budget. It was seconded and unanimously approved.

Division staff requested board approval to purchase QuickBooks software via TechSoup for the purposes of accounting. The president called for a motion to approve \$50 for the purchase of the software. Gloria Colvin so moved. The motion was seconded and unanimously approved.

### **Other business**

The board discussed adding an MLIS student to the board and considered two students who had expressed interest. The board requested that Division staff draw up a written description of the duties of a board member to present to prospective members. The board agreed to consider resumes from both students and reconvene to discuss at a virtual meeting of the board in July, 2019.

The board discussed a new draft letterhead for the CSO featuring the Division's new logo. The board requested that the CSO's web URL be included on the new letterhead. The president called for a motion to approve the new letterhead with the addition of the CSO web URL. Britt Farley so moved. It was seconded and unanimously approved.

The Division Director brought to the attention of the board a request from the State Archives that the board approve funding, not to exceed \$125 for each prize, for two Florida History Day prizes. She will send more information regarding this request to the board for consideration at the July 2019 meeting.

The board began discussing long-range planning. Members discussed creating a long-range plan separate from the annual report, but that could be incorporated in future annual reporting. The

board began to narrow their focus to the four message areas of awareness, partnerships, membership and staff support. The board agreed to select one of these areas to discuss specifically at each of the upcoming in-person meetings, and to table further discussion until such time that all members can participate visually in the planning.

The board also requested the notation of short- and long-term action items. Short-term action items include creating a “job description” for board members and long-term action items include the long-range plan.

### **Next meeting**

The next scheduled meeting of the board is for Wednesday, July 24, 2019, from 1-3 p.m. via online meeting platform. The board requested that the following items be on the agenda for the July meeting: selecting a prospective MLIS student member for the board; alternative banking options for the CSO; focus topic for long-range plan; Florida History Day prizes.

The board also established meetings for the upcoming year as follows:

August 22-23, 2019 in St. Augustine, FL

November 21-22, 2019 in Tallahassee, FL

January 24, 2020 in Fort Lauderdale, FL

April 23-24, 2020 in Palm Harbor, FL

June 22, 2020 via online meeting platform

### **Public comment**

A call was made for public comment and there was none.

### **Adjourn**

Claire Dygert moved to adjourn the meeting at 2:52 p.m. Eastern; the motion was seconded and the meeting was unanimously adjourned.